

Submitting a LCLS Proposal

1. Log into the [Universal Proposal System](#) using your ORCID credentials and click **Proposal Calls** on the top navigation bar.

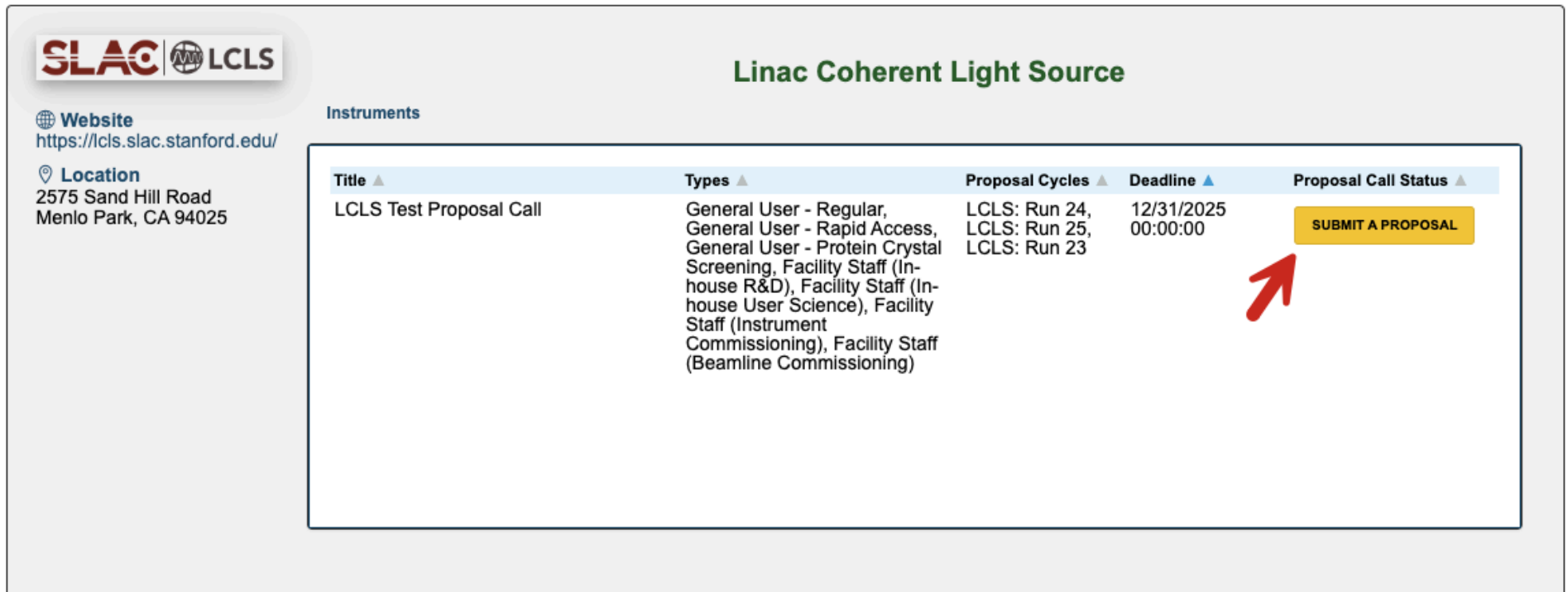


2. Click on the **name of your desired facility** on the map to be directed to its open proposal calls or scroll down to view all facilities.

Submit a Proposal




3. From your facility's list of proposal calls, select an open call that offers the proposal type you need and click **SUBMIT A PROPOSAL**.



The screenshot shows the Linac Coherent Light Source (LCLS) website. On the left, there is a navigation menu with the SLAC and LCLS logos, a website link (https://lcls.slac.stanford.edu/), and the location (2575 Sand Hill Road, Menlo Park, CA 94025). The main content area is titled "Instruments" and contains a table of proposal calls. The table has five columns: Title, Types, Proposal Cycles, Deadline, and Proposal Call Status. A red arrow points to the "SUBMIT A PROPOSAL" button in the "Proposal Call Status" column for the "LCLS Test Proposal Call" row.

Title ▲	Types ▲	Proposal Cycles ▲	Deadline ▲	Proposal Call Status ▲
LCLS Test Proposal Call	General User - Regular, General User - Rapid Access, General User - Protein Crystal Screening, Facility Staff (In-house R&D), Facility Staff (In-house User Science), Facility Staff (Instrument Commissioning), Facility Staff (Beamline Commissioning)	LCLS: Run 24, LCLS: Run 25, LCLS: Run 23	12/31/2025 00:00:00	SUBMIT A PROPOSAL

4. You are now on the first page of the proposal form. Complete all required information on the form, denoted with an asterisk.
- Attachments can be added by clicking the paperclip icon on the top right corner.
 - The abstract is limited to 2000 characters.
 - Add all experimenters involved as a Principal Investigator, Co-Principal Investigator, or Co-proposer. *Note: Don't forget to add yourself!*
 - Click **SAVE** at the bottom right when complete.

Proposal - new record *To attach supporting documentation with this proposal, use Paperclip Icon. 

* Indicates required

Proposal

* Proposal Title

Proposal Call
LCLS Test Proposal Call

* Proposal Type

* Primary Area of Research


Additional Area(s) of Research

* Keywords

Abstract

* Abstract

2000 characters remaining of 2000 characters

 **SAVE (⌘ + S)**

Required Information **Proposal Title** **Proposal Type** **Primary Area of Research** **Keywords** **Principal Investigator (PI)** **Abstract**

SLAC @ LCLS

* Principal Investigator (PI)

Co-Principal Investigator (PI)

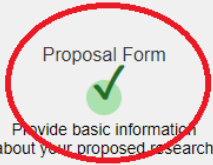

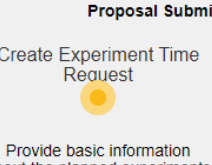
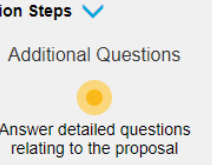
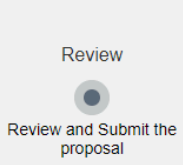
Co-proposers

5. You will notice two changes after saving:

- Your draft proposal has been given a proposal ID number.
- The Proposal Form dot at the top changed from yellow to green and has been given a check mark, indicating it is complete.

You can now navigate through the additional pages of the proposal by clicking on the dots on the top.

Proposal Submission Steps ▾

 <p>Proposal Form</p> <p>Provide basic information about your proposed research</p>	 <p>Funding Sources</p> <p>Enter sources of funding for your research (0%)</p>	 <p>Create Experiment Time Request</p> <p>Provide basic information about the planned experiments</p>	 <p>Additional Questions</p> <p>Answer detailed questions relating to the proposal</p>	 <p>Review</p> <p>Review and Submit the proposal</p>
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
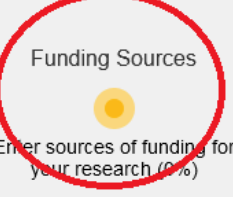
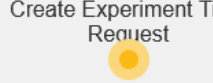

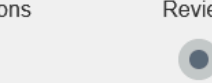
[Proposal Submission Guidance](#) >

☰ 0004206

Proposal
*Proposal Title

6. Click on the yellow dot beneath **Funding Sources** and click the **ADD FUNDING SOURCE** button on the following page.


Proposal Submission Steps ▾

 <p>Proposal Form</p> <p>Provide basic information about your proposed research</p>	 <p>Funding Sources</p> <p>Enter sources of funding for your research (0%)</p>	 <p>Create Experiment Time Request</p> <p>Provide basic information about the planned experiments</p>	 <p>Additional Questions</p> <p>Answer detailed questions relating to the proposal</p>	 <p>Review</p> <p>Review and Submit the proposal</p>
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Funding information is required for facility reporting purposes

Funding sources must total 100%

There are no funding sources for this proposal



 ⊕ ADD FUNDING SOURCE

7. To add your funding source(s), complete all required fields on the form, denoted with an asterisk. Click **SAVE** when complete.
- a. The total funding source percentage must equal 100%.
 - b. Type "N/A" in the Grant Number field if you do not have or know your grant number.
 - c. Funding sources can be edited or deleted after saving.

d. Additional funding sources can be added after saving. Click edit to make changes to funding sources already added.

Funding Source

x

Funding Source - new record

* Indicates required

Funding Source

*Proposal Record

0004207

*Funding Source

-- None --

Funding Source Details


*Grant Number

*Percentage

SAVE (CTRL + S)

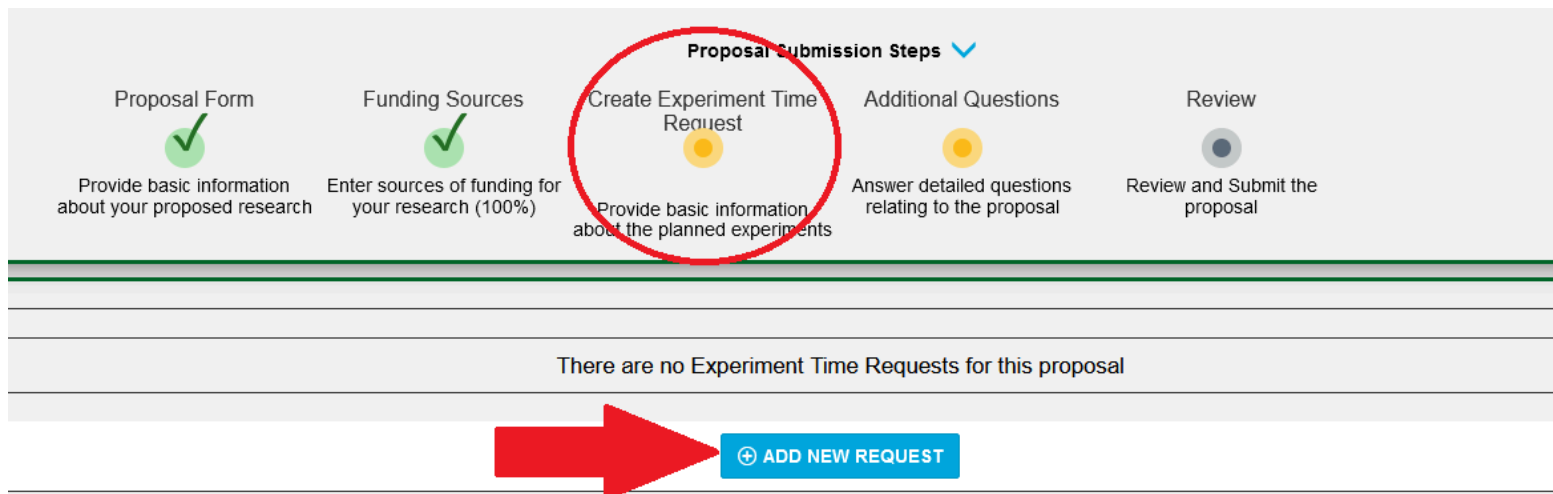
Funding information is required for facility reporting purposes

Funding sources must total 100%

Funding Source	Details	Grant	Percentage	
DOE, Office of Basic Energy Sciences (BES)		1234	50%	EDIT 
			Total: 50%	

ADD FUNDING SOURCE

8. Click on the yellow circle beneath **Create Experiment Time Request** and click the **ADD NEW REQUEST** button on the following page.



9. To add an Experiment Time Request (ETR), complete all required fields on the form, denoted with an asterisk. Click **SAVE** when complete.
 - a. Only the run cycles available for selection will be visible on the **Run Cycle** dropdown.
 - b. After choosing your **First Choice Resource**, you may also be required to select an **Instrument** and/or **Technique**. These dropdowns will only show instruments and techniques are available for your selected resource.
 - c. Additional ETRs can be added after saving; ETR details can be viewed after saving.
 - d. **Saved ETRs cannot be edited.** If you have an error in your ETR, you will need to DELETE the ETR and create a new one prior to submitting your proposal.

Experiment Time Request - new record

* Indicates required

Experiment Time Request

* Proposal

1004822

SLAC NATIONAL ACCELERATOR LABORATORY

* Run Cycle

ETR Number

1007944

* 1st Choice Resource

1st Choice Instrument

1st Choice Technique

* Shifts Requested This ETR

Minimum Useful Shifts This ETR

SAVE (% + S)

Required information Run Cycle 1st Choice Resource Shifts Requested This ETR






Number	Resource	Run Cycle	Shifts Requested	Lifetime Shifts Requested	Submitted	Status
1011103	TMO	LCLS: Run 23	4			Draft

VIEW


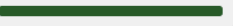
+ ADD NEW REQUEST

10. Click on the yellow dot beneath **Additional Questions**. This page will display the remaining questions associated with your proposal and ETR(s). Click on a **survey title** and then click **GET STARTED** to access the questions.


Proposal Submission Steps ▾

<p>Proposal Form</p>  Provide basic information about your proposed research	<p>Funding Sources</p>  Enter sources of funding for your research (100%)	<p>Experiment Time Request</p>  Submit requests for access to resources	<p>Additional Questions</p>  Answer detailed questions relating to the proposal	<p>Review</p>  Review and Submit the proposal
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Proposal Questions

<p>Export Control/S&T Matrix Research Screening Questions</p> <p>Not Started</p> 	<p>LCLS Proposal Details</p> <p>Standard questions for LCLS Proposals</p> <p>Not Started</p> 
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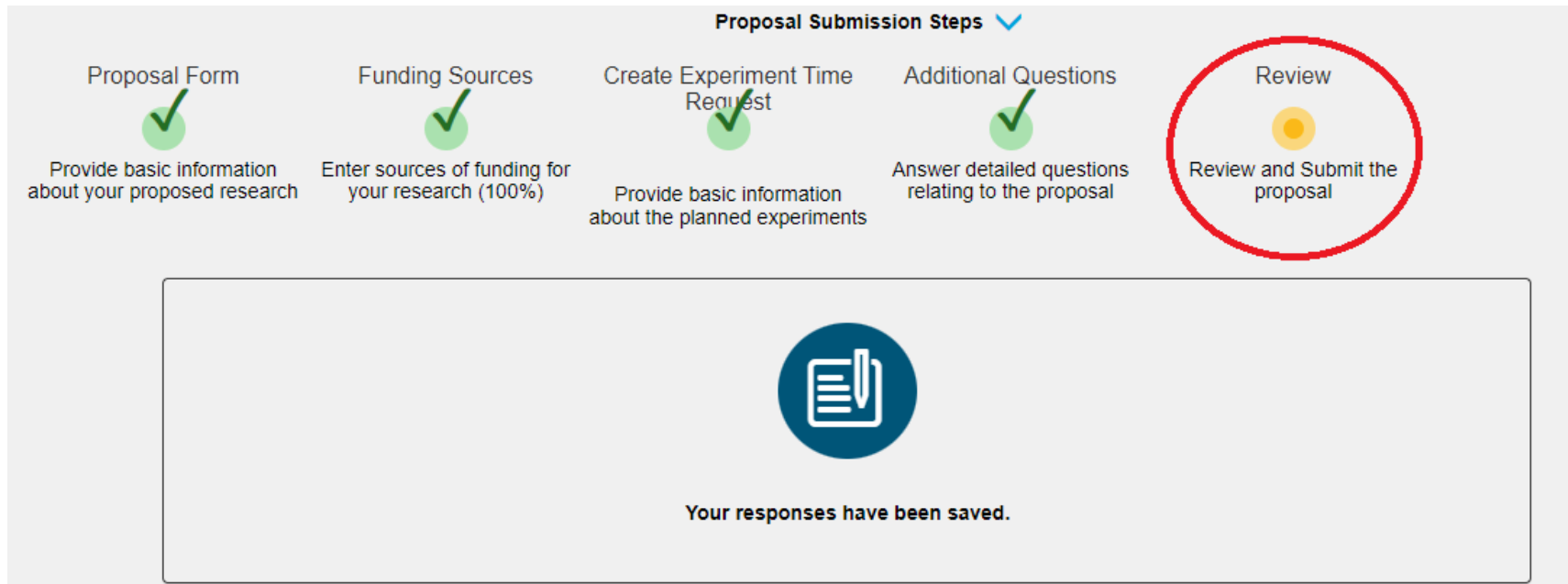
ETR Questions

<p>LCLS ETR Details</p> <p>Detailed information about proposed LCLS experiment</p> <p>1011103:LCLS</p> <p>Not Started</p> 
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11. Complete the survey(s) associated with your proposal and ETR(s).

- a. Required questions are denoted with an asterisk.
- b. Click **SAVE** when finished or click **CANCEL** to clear out all answers and start over.
- c. You can return to the surveys at any time prior to proposal submission by clicking the yellow dot under **Additional Questions**.
- d. The dot under **Additional Questions** will remain yellow until all associated surveys are complete; each survey will display a progress bar to indicate the status of survey completion.

12. Once all surveys have been completed, you can now click on the yellow dot beneath **Review** to move on to the final step of the submission process.



13. The **Review** page will display your proposal package for your review before submission, including:

- Basic proposal information, such as proposal number, title, PI and co-proposers.
- Funding source(s)
- Experiment time request(s)
- Proposal and ETR questions and answers
- Attachments

If any changes need to be made, you can go back to the previous pages by clicking the dots at the top of the page. When you are ready, click **SUBMIT PROPOSAL** at the bottom to finish; you will be redirected to your Dashboard. A PDF summary will be generated after submission and can be accessed on the first and last page of the proposal form.

Note: After submission, you will no longer be able to edit the proposal package.

After submitting your proposal, you will no longer be able to edit the proposal package

 A PDF summary will be attached to the proposal after submission

